Without Compensation (WOC) Appointment
MANDATORY TRAINING INSTRUCTIONS

You are required to complete the following trainings:

Revised Mandatory Training Instructions:

☐ **VA Privacy HIPPA FY 2013**

☐ **VA Privacy Policy and Information Security Awareness and Rules of Behavior**

1. Access the TMS(Talent management System) http://www.tms.va.gov/plateau/user/login.jsp
2. Click on **Create New User**
3. Select Without Compensation(**WOC**)
4. Create your **Password**, **Security question** & **answer, First, Last** & **Middle Initial, email address phone number.**
5. My job information section-city and state (**Gainesville, Florida**)
   a. VA Location code: **NFL(North Florida/South Georgia Veterans Health System)**
   b. VA point of Contact First name: **Wanda**
   c. VA point of Contact Last name: **Thomas**
   d. VA point of Contact email address: wanda.thomas@va.gov
   e. Point of contact phone number **3523761611ext 4204**
   f. HIPPA Training Required **select box provide** to insure you receive the correct training.
   g. Submit to begin completing both of your **Mandatory Privacy Trainings (**Privacy HIPPA FY 2013/ VA Privacy Policy and Information Security Awareness and Rules of Behavior.

   *Print 2 copy of each of your Certificate of Completions Trainings one copy to be turned in to Wanda Thomas, one for your records

☐ **Ethics Most Wanted**

6. Access the EES (**VA Employee Education System**) URL: https://www.ees-learning.net/librix/loginhtml.asp?v=librix
7. Select **First Time User**
8. Select "**VA Other**" and SUBMIT
9. Enter your **First Middle and Last name** then SUBMIT
10. Select your **Occupation** then SUBMIT
11. Select "**VHA**" for your Facility and Click Submit
12. Create your **Username** and **Password** then SUBMIT
13. Return to the EES (**VA Employee Education System**) URL: https://www.ees-learning.net/librix/loginhtml.asp?v=librix and log in

14. You will be taken to the **My Courses** page.
15. Select the **Available Courses** on the left-hand navigation.
16. In the right-hand counter chose the **Explor**e tab to register for the Ethics training, chose the third done (Ethics), look for the **Ethics Most Wanted**, click on the tab on the right hand column **Sigh Me Up**.
17. Select the second from the bottom **Security,** click on the tab on the right hand column **Sigh Me Up**.
18. Click on the course name link to go to the course**.**
19. Watch the **Ethics Most Wanted Video** *Print 2 copy of your Certificate of Completion one copy to be turned in to Wanda Thomas, one for your records

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*NOTE: If you have difficulty locating any of these courses, go to the **Available Courses** page, use the **Advanced Search"** function with the **Keyword** "security" and the **Content Area** "Information Technology."*

☐ **VA Human Subjects Protection and Good Clinical Practices, Basic Course**
☐ **VA ORD Biosecurity Training, Basic Course**
☐ **Working with the VA IACUC, Basic Course (as applicable)**
☐ **Working with 'Lab Animal' in Research Settings, Basic Course (as applicable)**

1. Access the CITI (Collaborative Institutional Training Initiative) Home Page (URL: http://www.citiprogram.org)
2. Click "Register Here" link next to **New Users**
3. Under Section 1, "Select your institution or organization", click the drop-down menu next to **Veterans Affairs** and select "Gainesville, FL-573"
4. Under Section 2, create your Username and Password
5. Under Section 3, enter your First and Last names
6. Under Section 4, enter your email address
7. Under Section 5, select "No"
8. Under Section 6, select "Yes" or "No" and click SUBMIT
9. Fill in the requested required information and click SUBMIT
10. For Question #1, select **"My research or IRB administrator has informed me that I have to take the VA Basic training on Human Subjects Protections and GCP. (You will be placed in the first stage of the VA curriculum.)"**
11. For Question #2, select **"No- Please go to the next question. (No additional coursework has been added to your curriculum)"**
12. For Question #3, select **"Yes" or "No"**, as applicable.
13. For Question #4, **place a check** NEXT TO EACH species utilized in your animal research activities as described in the previous question.
14. For Question #5, select **"I am a new VA or VA foundation employee and have NOT taken required VA training. (The "Introduction to VA Biosecurity Concepts" course will be added to your curriculum)."**

15. Click the **"Continue"** button to return to the Main Menu page.
16. Under **Status**, next to **My Courses**, click the **"Enter"** link…
17. **Complete the Overview of Good Clinical Practices Training**
    *Print two (2) copies of your *Certificate of Completion.* Keep one copy for your records and submit the second copy to the WOC Coordinator.
18. **Complete the Introduction to VA Biosecurity Concepts**
    *Print two (2) copies of your *Certificate of Completion.* Keep one copy for your records and submit the second copy to the WOC Coordinator.

WILL YOU BE WORKING WITH ANIMALS?

If you answered "Yes" to Question #3 above…
19. **Complete the Working with the VA IACUC, Basic Course**
    *Print two (2) copies of your *Certificate of Completion.* Keep one copy for your records and submit the second copy to the WOC Coordinator**.**

If you checked boxes in response to Question #4 above …
20. **Complete the Working with '*Lab Animal'* in Research Settings, Basic Course for each animal species you selected.**
    *Print two (2) copies of your *Certificate of Completion for each course.* Keep one copy for your records and submit the second copy to the WOC Coordinator.

Please note that all new and renewal WOC applicants must turn in all training Certificates of Completion listed above with their WOC application.

Don't forget to keep a copy of your Certificates of Completion for your records!